


SARA Title III

Online Tier II Reporting

ONLINE TIER II REPORTING

Michael Young

Michigan
SARA Title III Program - DEQ
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Online Tier II Reporting

Tier II Manager™

- Off-the-shelf program customized for Michigan.
- The program was rewritten on a new platform and includes new data elements.

All facility reports must be entered in this online program.




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Online Tier II Reporting

- DEQ uses the Tier II Manager™ program to collect and manage Tier II Reports for the State of Michigan's SARA Title III Program.
- Tier II Reports in Michigan are all collected and received online

Please do not submit paper copies of your Tier II Report to the DEQ

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Online Tier II Reporting

Online Tier II Reporting

Tier II Manager™ SYSTEM REQUIREMENTS

- You need to use Internet Explorer 10 (non-compatibility mode) or higher, Firefox 20 or higher, or Chrome 26 or higher. Using older versions may create problems.
- You will need Adobe Acrobat Reader to use this System.
- You need to enable javascript and turn off the pop-up blocker in your browser.
- If you encounter any problem, contact your technology desk to verify whether you have these requirements.

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Accessing Tier II Manager™

Do you need to Register In Tier II Manager?

- It's important to determine if your facility has reported in Tier II Manager in the past. Whether you are registering for a new account or looking to assume an existing account you are required to maintain all of the previous and historic Tier II Reports under your user account.



Accessing Tier II Manager™

Assuming Reporting Duties from Someone Else

- If someone at your facility has been reporting in the Tier II Manager Program and has a user account and you are assuming their reporting responsibilities, you may want to use their existing account.

**Please note: that by taking over their account you are assuming all of the facilities that person has been reporting for. If you are only looking to assume one or more of the previous user's facilities, please contact the Tier II Administrator.*



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Online Tier II Reporting

Accessing Tier II Manager™

Assuming Reporting Duties from Someone Else Cont.

- If you have assumed an existing user account and able to log in to the Tier II Manager Program, You need to update the account to reflect your contact information
- Click on the "My Account" tab at the top of the Tier II Manager Program homepage and then choose "Update My Profile" from the list of program links.
- Enter your contact information in all of the red asterisked fields and click on save.



Accessing Tier II Manager™

Creating a new User Account

- So you have determined that you need a new user account in Tier II Manager open your Internet browser and type the following quick link into your browser:
www.michigan.gov/sara
- The SARA Title II website will open; next click on the SARA Title III- Hazardous Chemical Inventory link. Now click on the Tier II Manager Program button in the center of the screen
- Next click on Register in the center of the log-in screen and fill out the required information make sure you register as a "Reporting Facility/Business User"



Accessing Tier II Manager™

Creating a new User Account

- Your new registration will be submitted to the Tier II Manager Program Administrator.
- The Program Administrator will review your registration to see if an account already exists for the facility you want to report for. Remember a user can only have one account, but can report for multiple facilities.
- You will receive an email from Tier II Manager when your account has been approved.

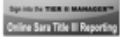


SARA Title III Online Tier II Reporting


Accessing Tier II Manager™

Open Your Internet Browser and Enter the Following DEQ Website:


www.michigan.gov/sara




- Click on SARA Title III Hazardous Chemical Inventory
- Click on the “big brown button”


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Accessing Tier II Manager™



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Tier II Manager™




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SARA Title III Online Tier II Reporting

SARA Title III – Tier II Reporting

*Please follow along live as we log into Tier II
Manager Program and initiate a:*

2015 Tier II Annual Report



Please contact the SARA Title III Program if
you have questions or need additional
information at 517-284-7272 (SARA)
or send an email to
DEQ-SARA@michigan.gov
Or visit our website at:
www.michigan.gov/sara

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